

# Communications and Development Program Associate

## Early Childhood Council of Larimer County

<b>Job Title:</b>	Communications and Development Program Associate
<b>Reports To:</b>	Communications and Development Director
<b>Job Location:</b>	Fort Collins, CO (Remote work options available)
<b>Work Schedule:</b>	Part-time; hourly (20 hours/week). May require occasional evening and/or weekend hours.
<b>Salary Range:</b>	\$17.00 - \$22.00/hour
<b>Exemption Status:</b>	Non-Exempt

**To apply: Please submit a cover letter, resume, and 3 references to [careers@ecclc.org](mailto:careers@ecclc.org), and include job title in subject line. Applications submitted via Indeed will NOT be considered. Deadline to apply is December 10, 2021.**

### Overview of ECCLC:

Early Childhood Council of Larimer County (ECCLC) is an independent nonprofit organization that rallies support, resources, and awareness to ensure every young child in our community has quality early childhood experiences so they thrive from day one.

### Position Summary:

At ECCLC, we are a close-knit team of professionals who value passion, innovation, adaptability and a sense of humor. This position provides support to the Communications and Development team. Key functions include providing administrative support, such as scheduling and organizing internal and external meetings, ordering supplies, etc., as well as project coordination support which may include creating and owning project calendars, assisting with project logistics, tracking data, etc. The Communications and Development Program Associate, working in partnership with and under the guidance of the Communications and Development Director, will focus heavily on communications to early care and education (ECE) providers, including family child care home providers, about legislation, Larimer Child Care Connect, and ongoing updates that impact their operations. This role also is responsible for, in collaboration with the Communications and Development Director, developing and implementing an ECE provider appreciation program and assisting with external communications to parents, sector partners and the general community. The ideal candidate will engage in outreach and networking on behalf of the Council and seek out opportunities for marketing and communications to key audiences.

The Communications and Development Program Associate is a self-motivated, passionate professional who is committed to the early care and education field. The ideal candidate for

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this position will be well-organized, independent and creative. This position will be a hybrid role with the option to work in the office or from home, so it is important for this person to be able to manage their own schedule, prioritize multiple projects, and communicate effectively.

### **Essential Job Functions:**

- **Administrative Support and Project Coordination:**
  - Assist with scheduling and facilitating Communications and Development meetings, including creating and distributing agendas, reminders, meeting minutes and follow up with participants
  - Manage program-specific needs and materials
  - Create project calendars and assist with project logistics
  - Assist the Communications and Development Director with implementing and monitoring grant-related deliverables and tracking marketing analytics
  - Continually seek professional development opportunities that help broaden expertise in ECE, marketing, communications, and development
  - Assist with various additional administrative and programmatic tasks as needed
- **Legislation Communication**
  - Assist in developing and sharing information with family child care home providers around legislative changes impacting their operations (i.e. 1222, 199, HOA legislation, etc.)
  - Work closely with ECCLC's CEO and legislative liaison to stay abreast of legislation that may impact early care and education providers
- **ECE Provider Communication and Appreciation**
  - Create and share regular ECE provider communications, with support from the Communications and Development Director
  - Assist in developing and implementing an ECE provider appreciation program, which may include finding community partners, securing donations, creating events, and disseminating materials/prizes
- **Larimer Child Care Connect Communications**
  - Work closely with the Early Care and Education (ECE) team and Communications and Development Director to develop and disseminate communications and promotions about Larimer Child Care Connect to families
- **Networking, Marketing and Outreach:**
  - Develop branded promotional materials for program activities and publications (including event flyers, informational brochures, white papers, annual reports, etc)

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## Education and Work Experience Qualifications:

### Required:

- Associates degree or a minimum of three years of professional experience in program support or coordination
- Demonstrated experience with program support and/or coordination.
- Competent technology skills, including Google Suite, Microsoft Office, and Adobe Suite
- Experience with various social media platforms, WordPress, Google Adwords, and Canva.
- Ability to provide technical support to clients via phone or email
- Strong interpersonal and communication skills
- Ability to work independently
- Detail orientated with an ability to connect work to the big picture
- Organizational skills
- Reliable transportation and ability to drive to meetings within Larimer County
- Experience or familiarity with the early childhood sector
- An affinity for non-profit, community-based work

### Desired:

- Bachelor's degree
- Ability to speak, read, and write fluently in Spanish

## Job Benefits:

- Family friendly and flexible work environment; remote work options
- Paid time off (PTO)
- Paid wellness leave (48 hours/year) and paid time for volunteer work (8 hours/year)
- Six paid holidays
- Office is closed the week of Thanksgiving and the week between December 25 and January 1; and one personal (unpaid) flex week off each year

**Early Childhood Council**  
of LARIMER COUNTY

*ECCLC enhances diversity through inclusion of individuals reflective of characteristics including, and not limited to, race, ethnicity, age, culture, different ideas and perspectives, disability, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, and veteran status. Discrimination based on physical traits that are associated with a person's race or ethnicity, including hair texture, type, style and headwear is prohibited in the State of Colorado by the Crown Act of 2020.*